

Subject

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23 December 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of PersonnelSUBJECT : Office of Personnel Report -- Week
Ending 23 December 1976

1. Recruiting Trends: In discussions with field recruiters and those representatives who have taken part in recent minority career days on college campuses, several trends have emerged. The CIA booth is one of the more popular and certainly excites above average interest, and the students appear appreciative of having their questions answered easily and informally. On the other hand, the number responding in terms of submitting their application papers is low. Recruiters generally agree that they are talking to students who have so many fine scholarship, business and other offers that they simply don't know which to accept. During the winter months, recruiters will continue their efforts, taking part in those minority affairs where there is a concentrated population of eligible candidates. They will also be alert not only to regular employment possibilities, but to future summer intern candidates.

2. EAG: The Director and Deputy Director of Personnel and Chief, Plans Staff, attended the EAG meeting on 21 December to discuss the OP paper on initial assignment and orientation. The paper was approved and the revisions it proposes are to be incorporated in the regulations and guidances.

3. Retirements: The following table shows retirement activity for FY 1977 through 1 January 1977:

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Retired 1 Oct - 20 Dec 76	28	19	47
"Definites" 20 Dec 76 -	<u>31</u>	<u>47</u>	<u>78</u>
1 Jan 77	59	66	125

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4. Summer-Only Program: We have mailed 491 applications for the Summer-Only Program, received 215 completed applications, and scheduled 165 tests. As of this date, 55 applicants have been tested.

5. Hiring -- Survey Reports: The 13 December issue of Chronicle of Higher Education reports that three surveys which have been conducted indicate that employers are planning to hire five to sixteen percent more college students than last year. The toughest competition will be for engineers because employers expect to hire 24 percent more. The next largest increase is 13 percent in general science and technology. Salaries offered will be about four percent higher. One study stated that quotas set for hiring women and minorities were "unrealistic when compared to the supply of graduates."

6. Awards Program: This holiday week has been a busy one for awards. We forwarded 27 Suggestion and Achievement Awards to various office heads for presentation ceremonies. There were also six honor awards ceremonies scheduled.

7. Rehired Annuitants: The following rehired annuitant cases were approved for the Directorate of Administration:

25X1A [redacted] -- Independent Contractor, Office of Training. Memorandum of Oral Agreement for one-time use, 1-17 December 1976.

25X1A [redacted] -- Independent Contractor, Office of Training. Memorandum of Oral Agreement for one-time use, 1-17 December 1976.

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8. Position Management: The processing of FLSA changes for positions and personnel has been completed for about 50 percent of Agency components.

The review and revision of the galley proofs of the Handbook of Position Titles and Occupational Codes is continuing.

Coming Events:

1. Preliminary arrangements have been made to take part in the National Consortium for Black Professional Development, which will be held in Atlanta on the dates 2 through 6 May 1977 at the Atlanta Internationale Hotel.

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Scheduled and informal opportunities to meet and talk with active minority scientists and engineers and representatives of universities will highlight the event. Last year this event was held in Chicago, and NPIC and OP representatives attended.

2. Insurance Branch personnel are making preparations for the annual GEHA meeting and the election of the GEHA Board of Directors. The annual meeting will be held on 24 January 1977 at 2:00 p.m. in the Headquarters Auditorium. A Headquarters Notice is scheduled to be published around 30 December announcing the meeting and election of board members. Detachable ballots will be attached to the notice for voting purposes. All ballots must be returned to the Insurance Branch by COB 19 January 1977. Results of the election will be announced at the annual meeting.

3. We plan to emphasize the analysis of the Supervisors' Survey on Morale.

[Redacted]
F. W. M. Janney

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